

~~CONFIDENTIAL~~

Chief, Management Staff

5 January 1956

Chief, Records Management Staff

Weekly Report - Week Ending 4 January 1956

1. The records disposition survey in the Office of Personnel is about 30% complete. We have inventoried approximately 2100 cubic feet of records, representing 254 different kinds of records.

2. The Records Center received 550,000 punched cards from OGR. These are a part of the Intellofax System and are dated from the beginning of the program through 1949.

3. A new filing system has been developed and installed for Mr. [REDACTED] in the Office of the DD/I.

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